

**DIRECTIVE NUMBER:** 500-04-14

**DATE:** June 30, 2014

**TO:** All Kansas Department of Labor Employees

**FROM:** Lana Gordon, Secretary of Labor

**SUBJECT:** Agency Website Changes

1. **Background.** It is important that the official agency website be reviewed on a regular basis.
2. **Purpose.** The purpose of this directive is to establish procedures to review and maintain the official Kansas Department of Labor (KDOL) website.
3. **Objective.** To establish a process for maintaining and updating the website on a regular basis.
4. **Policy.** It shall be the responsibility of the Director of Marketing and Communications with technical support from Information and Technology, to:
  - Create and maintain a website architecture that makes it easy for users to find information.
  - Provide a regular review of content, and updating or removing out-of-date information on a regular basis.
  - Create graphics standards that are consistent with state graphic standards and that provide a professional and common “look and feel” to the site.
5. **Procedure.** (a) In order to ensure consistent and easy navigation of the website, and to ensure that each page is edited for style and grammar:
  1. All changes to the website, including the addition of new pages, must be first reviewed and approved by the Marketing and Communications Division, prior to publication; and
  2. Any publication added to the website, including items such as division annual reports, statistical publications, etc., must be first reviewed and approved by the Marketing and Communications Division, prior to publication.
6. **Exceptions.** The Secretary may grant exceptions on a case-by-case basis.
7. **Action Required.** All divisions and units shall comply with this directive.
8. **Inquiries.** Communications Director, (785) 296-0901 or [Communications@dol.ks.gov](mailto:Communications@dol.ks.gov)

Signature on file

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Lana Gordon, Secretary of Labor

Rescissions: 500-01-06 and 500-05-05	Expiration Date: Continuous
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